

California Biodiversity Council | Fall 2017 Meeting | FACILITATION PLAN for Day 1

Date: Nov. 13-14, 2017. Day 1 from 12:30p to 7:30p on Nov 13; **Location:** Paicines Ranch

Cell Phone Numbers for Key Event Staff:

1. Stephanie Horii – 408-768-9394
2. Alex Cole-Weiss – 828-231-6768
3. Mackenzie Wieser – 916-896-7811
4. Kamyar Guivetchi – 916-708-8245
5. Don Yasuda – 530-409-5405
6. Denny Grossman – 571-216-2651
7. Paicines Ranch – Mary - 831-261-5787, or Jeb 831-238-1026
8. Fishers Catering – Jenae – 831-902-9962
9. AV Tech – Andy Takara – 408-871-8392
10. Charter Bus
11. Best Western – Cindy – 831-637-9248

Event Staff Roles and Responsibilities:

- Day 1 On-Site Coordinator: Stephanie H
- Registration – Stephanie, Alex, Mackenzie
- Printed Materials – CCP
- MC/Facilitator: Laird & Perez
- Notetaker: Alex Cole-Weiss, CCP
- Mic Runners: Mackenzie & Stephanie
- Time-Keeper: Mackenzie
- Day 2: On-board bus coordinator: Mackenzie
- Day 2: Remote coordinator: Stephanie

Materials

- Directional/Parking Signs (4)
- Meeting Folders (80)
 - Agenda + FT Map
 - Conservation Updates Handout
 - Org Charter
 - IRCAD RCA Worksheet
 - Comment Cards/Evaluation Forms
 - TNC Waiver?
- Annotated Agenda (10)
- Facilitation Plan (4); Room Layout (4)
- Name Badges, Blank Name Badges, lanyards (65+)
- Speaker Ribbon stickers
- Tent Cards, Blank Tent Cards
- Registration List (Day 1 and Day 2)
- Sign-In Sheet (4)
- Mail-In Registration Forms
- “RESERVED” Seating Sign
- Clip Boards (6)
- Time Reminders (1 min, 5 min, Wrap Up) (Mackenzie)
- Timer (CCP)
- Comment Card Basket w/ Table Sign Holder
- 2 Easels, 2 Flip Charts (Registration Signage)
- Folding Tables (2-6ft; 2 4ft)
- Table Cloths (5 black, 3 white, 1 cream, 3 green for 6’ tbls)
- ~~Collapsible Tents (6) (borrowed from OSA)~~
- Folding Chairs (10-20) for Day 2 (borrowed from Paicines)
- Pens, markers, flipchart markers, Gray tape, blue tape, scissors, stapler, paper clips, Hand sani, towels, Cleaning Supplies, umbrellas, ziplocks, trash bags, paper towels, coolers, water jug, extra cups, Snacks, Clock (2?), nails, hammer
- PPT Slides – Pop-Ups; Spotlights; IRCAD
- Vino for Seth (Steph)

AV Notes

- Mics (wired/wireless)
- Portable PA System (Paicines Field Tour)
- Projector and Screen (provided by venue)
- Internet; Wi-Fi Information: "Barn" no PW
- 3 Laptops – Presenter, Note-Taker, Registration (CCP provides)

- Wireless mouse (CCP Provides)
- Batteries (mics; AV provides)
- Thumbdrive w/ meeting materials and PPTs (CCP)
- Clicker (CCP)
- Phone Chargers, portable USB battery (CCP)
- VGA Cables, Extension Cords, Power strips, Ethernet cord (CCP)

MATERIAL	QTY	STATUS	NEXT STEPS	RESPONSIBLE PERSON; DUE DATE
ROOM LAYOUT	1	Sent new layout to venue; Drafted Seating assignments	Review seating assignments w/ Team on Monday	All; 11/13
EVENT SIGNS	4	11X17 printed with arrows	None	
MEETING FOLDER	80	Labels printed, labelled	Collate once materials printed	Stephanie 11/12/17
NAME BADGES AND RIBBONS	60+	Names as of 11/7/17 printed	Print more as new registrants	Stephanie 11/12/17
TENT CARDS	~40	Tent Cards printed for CBC members	None	
REGISTRATION LIST	3	Printed as of 11/10/17	Update as get new registrants	
REGISTRATION SIGNAGE	2	2 easels and Flip Charts	Write on Flip-Charts Day Of	Stephanie 11/13/17
SIGN-IN SHEET	4	Printed	None	
MAIL-IN FORMS	15	Printed	None	
"RESERVED" SIGNS	1	Printed	None	
COMMENT CARDS	80	Printed	None	
AGENDA	80	Printed	None	
CONSERVATION UPDATES	80	Printed	None	
RCA WORKSHEET	80	Printed	None	
TNC FIELD TRIP WAIVER	80	Printed	None	
TIME CARD REMINDERS	~3	Mackenzie has these	Mackenzie will bring	Mackenzie (11/13/17)
PPT SLIDES – OPENING, INTRO, POP-UPS	1	Created, received edits from some individuals	Stephanie to Review	Stephanie 11/12/17
PPT SLIDES - SPOTLIGHTS	1	Lori (CVFPP): Yes Don (Forest Service): Yes Ron (RCIS): Yes Karen/Peter (ACE-III): Yes Liz (Greenprint): yes	Don (Forest Service): Stephanie to Format	Stephanie 11/12/17
WEBSITE	n/a	Upload meeting materials to website – Done	None	
PPT SLIDES – IRCAD APPLICATION	1	Denny has contacted ppl for slides	Denny will bring his IRCAD slides day-of	Denny, 11/13/17
ALL MATERIALS – DIGITAL	n/a		Upload all materials to thumbdrive	Stephanie (11/12/17)

Day 1, Nov 13 | In-Room Meeting and Networking Dinner

Agenda Item		Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
-5	Day Before		Stephanie: <ul style="list-style-type: none"> picks up snacks & water in San Jose Collate folders; print remaining materials if needed 	Fed-Ex: 830 Blossom Hill Rd, San Jose, CA 95123 (note: no FedEx in Hollister)	Costco closes at 6p FedEx closes at 8p
-4	Transit		Attendees travel on their own to Paicines Ranch: <ul style="list-style-type: none"> 1.25-1.5 h travel from San Jose Airport 1.75-2 h travel from SFO 2.5-3 h travel from Sacramento 	All attendees	Morning-12:30p
-3	Morning Set-Up		<ol style="list-style-type: none"> AV Arrives at 7a Steph arrives at 7a; begins set-up Caterer delivers table cloths day before Venue Sets up Tables and Chairs; confirm Paicines Ranch Tour transportation [Denny possib exploring Day 2 sites] 	<ol style="list-style-type: none"> Andy Steph Mike et al. Jeb/Mary Denny (possibly) 	7:00 a – 10a
-2	Team Meeting		<ul style="list-style-type: none"> Team meets at Flapjacks Breakfast at 10:30 am to discuss any final details 6881 Airline Hwy, Tres Pinos, CA 95075 	Stephanie H, Alex, Kamyar, Don, Denny, Mackenzie	10:30a
-1	Set-Up		<ul style="list-style-type: none"> Set-Up Team arrives at Paicines Ranch Post Event & Parking Signs Caterer sets up (11-11:30) Room Set-up: Set out “Reserved” signs or Tent cards for Co-Chairs, Pop Up Speakers, and Spotlights; set up note-taker table 	<ul style="list-style-type: none"> Stephanie H & Alex Kamyar Don, Denny Mackenzie 	11:30 a – 12:00p

Agenda Item	Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
0	Registration and Networking	<ul style="list-style-type: none"> Light Refreshments Available in Front Room Co-Chairs convene meeting at 1:00p 	<ul style="list-style-type: none"> Pop-Up Speakers arrive b/w 12:30-12:45p Process for On-Site Registration – online/mail-in (tear off bottom to capture name) IAT members mingle and support networking Mtg Rm laptop has CBC logo, Screensaver turned off TIME CHECK @12:50p: Co-Chairs to their seats b/w 12:50-12:55 Encourage people to begin seating around 12:50-12:55p 	<ul style="list-style-type: none"> Registration Staff: Steph, Alex, Mackenzie IAT (Networking Support) 12:30-1:00p (30 min)
1	Welcome, Purpose, Agenda Review	<ul style="list-style-type: none"> Laird & Perez welcome attendees; ~5 min buffer for late start. 5 min per Co-Chair to set tone for mtg, then review mtg purpose and quick agenda review; remind attendees of bio-breaks b/c day will move fast! <u>Transition:</u> Laird or Perez transition to Intros	<ul style="list-style-type: none"> Stephanie and Mackenzie (SH & MW) Mic Runners get prepared for Intros 	<ul style="list-style-type: none"> Laird & Perez (speakers) 1:00-1:30p (30 min)

Agenda Item	Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
2	<p>Intro & Pop-Ups</p> <p>Co-Chairs ask for BRIEF Intros – name, title, affiliation;</p> <p>Don Yasuda moderates and explains process for pop-ups;</p> <p>Pop-Up Speakers will self-intro and give very short updates (2-3 min) using at most 1 slide. Don will advance slide after 3 min:</p> <ol style="list-style-type: none"> 1. CA Landscape Cons. Coop (LCC) 2. St Wildlife Action Plan (SWAP), Companion Plans 3. Sust Ag Land Cons. Prog (SALCP) 4. Merced Co. GHG Assessment Tool 5. Transportation Bill and Advanced Mitigation 6. Pinnacles Tribal Partnerships 7. Wildlife Conservation Board (WCB) Strategic Plan <p><u>Transition:</u> Don transitions to Kamyar Exec Com report</p>	<ul style="list-style-type: none"> • Mic Runners HOLD ON TO MICS and keep pace of intros. • Mackenzie has Time Card Reminders; Time Tracker will give 1 minute warning before Don advances slide • Stephanie hovers • TIME CHECK @1:50p – 5 minute warning till next agenda item 	<ul style="list-style-type: none"> • Don Yasuda (moderator) • Pop-Up Speakers: <ol style="list-style-type: none"> 1. Larry Rabin 2. Armand Gonzales 3. Mandy Latzen 4. Bruce Gwynne 5. Amy Bailey 6. Brent Johnson 7. Peter Perrine • SH&MW (Mic Runners) • Time Tracker: MW (Pop-Ups) • PPT Slides: Don (Pop-Ups) 	1:30-1:55p (25 min)
3	<p>Exec Com and IAT Report</p> <ul style="list-style-type: none"> • Kamyar reviews Ex Com activities and present proposed CBC Organizational Charter for “adoption” • Kamyar turns it over to Co-Chairs to ask CBC members to adopt Org Charter • Kamyar provides teaser on the CBC communication strategy (new website, eNewsletter, etc.) • Don reports on IAT meetings and activities <p><u>Transition:</u> Don introduces Ted Frink for Conservation Spotlights</p>	<ul style="list-style-type: none"> • TIME CHECK @2:05p – 5 min till next agenda item. Stephanie and Mackenzie signal Spotlight speakers and Ted to be ready for next agenda item 	<ul style="list-style-type: none"> • Kamyar Guivetchi (speaker) • Co-Chairs (Org Charter moderators) • Don Yasuda (speaker) • Time-Tracker/Ushers: MW and SH 	1:55-2:10p (15 min)

Agenda Item	Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
4	<p>Conservation Spotlight</p> <p>Ted Frink moderates and explains process for spotlight updates:</p> <ul style="list-style-type: none"> • Four speakers will present longer updates about conservation programs deemed of high interest to CBC members and meeting participants. • Very short Q&A time at the end of this session only if time available. These conservation programs will be listed in the Conservation Updates Handout. Contact info also listed in Handout • Ted will call people up; no time to provide bios. <p>Speakers have 8-10 minutes; Liz will take 10-15 min;</p> <ol style="list-style-type: none"> 1. CVFPP Update - Lori 2. Forest Planning and Mgt - Don 3. RCIS prog Implementation and ACE-III – Ron & Peter 4. Bay Area Greenprint - Liz <p><u>Transition:</u> Ted thanks speakers, transitions to Co-Chairs</p>	<ul style="list-style-type: none"> • Stephanie standing by in case of tech difficulties • Mackenzie will give 5 minute and 1 minute warning • TIME CHECK @ 2:55 – 5 minute warning till next agenda item 	<ul style="list-style-type: none"> • Ted Frink (moderator) • Mackenzie (Time-tracker)Speakers: <ol style="list-style-type: none"> 1. Lori Clamurrow-Chew, DWR 2. Don Yasuda, US Forest Service 3. Ron Unger (CDFW); Peter Perrine (WCB) 4. Liz O'Donoghue (TNC) 	2:10-3:00p (50 min)
5	<p>BREAK</p> <ul style="list-style-type: none"> • Laird or Perez calls break and identifies reconvening time; directs people to reconvene outside and go up the hill for start of Paicines Tour • Beverages and Snacks available 	<ul style="list-style-type: none"> • Stephanie will insert new slide giving directions to people – reconvene in ten minutes OUTSIDE of Barn; begin to head up hill to first site of Paicines Tour; • Stephanie will coordinate with Kelly to provide transportation to those who may have difficulty walking 	<ul style="list-style-type: none"> • Laird or Perez (Speaker) • Stephanie H (mod PPT slide) 	3:00-3:10p (10 min)

Agenda Item	Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
6	Paicines Ranch Walking Tour Moderator: Bruce Gwynne, DoC Role of Private Lands in Regional Conservation [10 min] [All provide opening comments to frame the walking tour; 1 portable PA system; Have separate transportation for those who may have difficulty walking.] Walking Tour – Led by Kelly Mulville, Paicines Ranch [55-60 min] [Walk Up, 20 minutes] [Presentations at Top of Walk, 15-18 minutes] [Walk back down, 20 minutes]	<ul style="list-style-type: none"> Paicines Ranch staff will drive Suburban Alex takes handwritten notes Stephanie; Mackenzie; Denny; Don; Kamyar help shepherd people Stephanie heads down hill once presentations start at top of hill; readies the IRCAD presentations on the laptop TIME CHECK @4:00. Need to begin heading down the hill in 5-10 min to reconvene by 4:30 for IRCAD Dinner crew arrives at 3:30p; Jenae will wait till dinner crew arrives before fetching more ice, etc. 	<ul style="list-style-type: none"> Moderator: Bruce Gwynne, DoC; Speakers: <ol style="list-style-type: none"> Bruce Amrith Gunasekara, CDFA; Sara Schremmer, CARCD; Kelly Mulville, Paicines Ranch Planning Team (herders) Mackenzie (time-tracker) Alex (note-taker) Paicines staff (transportation) 	3:10-4:30p (1h, 15-20 m)
7	Mainstreaming IRCAD Application: Review, Refinement, Collaboration, and Next Steps Laird or Perez reconvenes the group, turns it over to Denny [Denny reminds folks of the IRCAD worksheet] <ul style="list-style-type: none"> IRCAD Resolution and Work Plan – Denny Grossman, SGC [5 minutes] Updates [15 minutes] <ul style="list-style-type: none"> RCA: Methods, Products and Applications -Denny Regional Conservation Assessment and Planning Tool – Jim Strittholt, CBI Partner Activities [20 minutes total] Peter Perrine (WCB), Scott Flint (CEC), Stuart Kirkham (CT) <u>Transition:</u> Denny transitions to Co-Chairs	TIME CHECK @4:50: Need to move on to Peter in 5 minutes	Laird or Perez (Reconvening) Denny Grossman (Moderator, Speaker) Speakers: Denny, Jim, Peter, Scott, and Stuart Mackenzie (Time-tracker) Stephanie (Tech support) All Attendees (Q&A)	4:30-5:15p (45 min)

Agenda Item		Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
8	IRCAD Open Discussion Next Steps	Laird or Perez moderates open discussion: <ul style="list-style-type: none"> Request input from CBC members first, then open to all attendees 	Mackenzie and Stephanie run mics among the general attendees	Laird/Perez (Speakers, Moderators) Mic Runners: MW and SH All Attendees	5:15-5:40p (25 min)
9	Public Comment	Co-Chairs invite non-members to comment on conservation in California, and the work of the Council.	Mackenzie and Stephanie run mics among the general attendees Bar #1 ready at 5:45p TIME CHECK @5:50p: Time for Closing Remarks	Laird/Perez (Speakers, Moderators) Mic Runners: MW and SH Caterers	5:40-5:50 (10 min)
10	Closing Remarks	<ul style="list-style-type: none"> Co-Chairs Reflect on emergent themes from the day's presentations/discussions Identify relevant future directions and activities for the IAT activities coming out of the day's presentations/discussions Identify box to submit RCA/IRCAD worksheets Announce next CBC meeting that will be hosted by Joshua Tree NP and 29 Palms Marine Training base to demonstrate the RCA pilot project for the Mojave ecoregion. Direct attendees to the front room for the networking reception and no-host bar.] 		Laird and Perez (speakers)	5:50-6p (10 min)
11	Networking Reception	Snacks and Drinks available during networking IAT members support networking Dinner set up	If space needed, move last two 8' tables out of the pathway to the dinner Dinner ready to serve by 6:15	All Attendees Caterers	6-6:30p (30m)

Agenda Item		Meeting Content/Speaker Notes	Event Staff Process Notes	Participants & Roles	Time
12	Dinner & Field Trip Preview	Matt presents Field Trip Preview: Purpose/Objectives; General Itinerary – locations, speakers & topics. Reminder to meet in Best Western in Hollister at 8:30, Breakfast on your own, Light refreshments available. Depart at 8:45a ; be ready for lots of walking; sign TNC Waivers]	Buffet style	Laird/Perez (Intro)	6:30-7:30p (1h) Matt at ~7p
12a	Prep for Day 2	Planning Team meets to discuss any changes for Day 2		<ul style="list-style-type: none"> Planning Team: Kamyar, Don, Denny, Mackenzie, Stephanie H, A Cole-Weiss 	7:15-7:30p
13	Adjourn	Attendees network and leave when desired		<ul style="list-style-type: none"> Stephanie (onsite coord) 	7:30 p
14	Clean-Up		<ul style="list-style-type: none"> Steph/Alex Throw trash and Recycling out in dumpsters near office. Venue cleans up tables/chairs Move cooler/tables to Alex's car Comment cards → CCP Collect 15-20 chairs and store in minivan 	<ul style="list-style-type: none"> CCP 	7:30-8p